



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
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MARVIN J. SOUTHARD, D.S.W.
Director

ROBIN KAY, Ph.D.
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

February 7, 2014

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.
Director

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC
PLANNING AND RELATED SERVICES (BEECHER JACKSON)**

This is to advise your Board of our intent to request the Chief Executive Officer (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with Beecher Jackson Management and Human Resources Consultants (Contractor). The Amendment will increase the contract amount by \$100,000, for a total Agreement amount of \$773,260. The period of performance for the amended Work Order is for Fiscal Year 2014-15. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

SCOPE OF WORK

The Department of Mental Health (DMH) intends to extend the Agreement with the Contactor from July 1, 2014, to June 30, 2015, to provide for DMH's internal strategic planning process for Service Area Advisory Committee (SAAC) development and enhancement; support training and consultation to managers; and development of plan for integrative mental health care.

The Contractor will perform the following two (2) major tasks:

TASK 1: Assist DMH in ensuring each SAAC has the capacity to engage the community in developing and enhancing Health Care Reform, implementing Senate Bill 82 (SB 82) and participating members in community efforts in researching the needs for mental health services for the various stakeholders and underrepresented populations in the Service Area. Furthermore, assist DMH in enhancing and further developing the SAACs to be full participatory stakeholder groups with guidelines, standards, and sustained leadership capacity to be part of the DMH Stakeholder Engagement System.

DELIVERABLES:

- A. Ensure the guidelines and standards developed during the earlier consultation process are implemented for SAACs 2, 4, and 7 to maximize their capacity as a local planning body, informational body, and advisory body using the guidelines and standards learned in the initial phase of this project.
- B. Ensure each SAAC has the necessary tools and templates to develop and sustain on-going leadership within the SAACs and maintain the involvement and membership necessary to continue a vibrant and participatory SAAC. Develop, train, and provide tools and templates.
- C. Continue to provide consultation and training to all eight (8) SAACs in outreach and engagement, meeting tools, strategic planning, and capacity building.
- D. Continue to develop the relationships in the Stakeholder Engagement System between the System Leadership Team and the Mental Health Commission. Support the SAACs in integrating members and co-chairs in all levels of DMH structures including Under Represented Ethnic Populations (UREP) groups, consumer advocacy, and provider networks as a part of the Stakeholder Engagement System. Provide monthly reports and updates.
- E. Provide support to the SAAC and ensure necessary information is available to ensure the SAAC engages in supporting the community in implementing Health Care Reform, SB 82, and research projects relevant to the needs of the stakeholders and underrepresented populations unique to each Service Area.

TASK 2: Provide consultation, coaching, training, and support to managers in implementing change and additions of new programs such as Health Care Reform and SB 82, coping with time-pressured work, and supporting staff to work effectively during these changes.

DELIVERABLES:

- A. After assessing the manager's needs, Contractor will make use of the already developed management program that supports managers in gaining the necessary skills and knowledge to make system changes and support staff through change. This management development program includes topics such as:

- Leadership skills in a time of change
 - Building teams to manage change with you
 - Managing others in an effective way
 - Effective delegating
 - Developing effective programs and staff to meet the challenges
 - Effectiveness in staff development in changing operations
 - Building successful and sustaining programs
 - Using yourself to be a leader in the time of change
 - Structuring and developing work products that respond to Division needs
- B. Contractor will provide on-going consultation and coaching to support the managers through this process and create an infrastructure for continuous support and growth. Contractor will create a work plan for individual managers that will consist of:
- Individual assessment of managers
 - A plan for support to address those needs
 - Timeframes and deliverables
 - Define individual or group coaching

FISCAL IMPACT

There is no net County cost.

The amended amount of the Work Order will increase by \$100,000, for a total Agreement amount of \$773,260, which will be funded through MHSA.

NOTIFICATION TIMELINE

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above-mentioned Work Order. If no objection is received from your Board within one (1) week of this filing, we will submit the amended Work Order request to the CEO for review and approval.

Each Supervisor
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If you have any questions or need additional information, please call me at (213) 738-4601, or your staff may contact Angel Baker at (213) 738-4105 or abaker@dmh.lacounty.gov.

MJS:DM:AB:LMf

c: Mental Health Deputies
 Chief Executive Officer
 Executive Officer, Board of Supervisors
 County Counsel
 Frank Cheng, CEO
 Robin Kay, Ph.D.
 Dennis Murata, M.S.W.
 Richard Kushi
 Angel Baker